



Arizona Department of Public Safety
Noncriminal Justice Agency Training Reservation Form

The Department of Public Safety Access Integrity Unit (AIU) offers training classes to assist noncriminal justice agencies which submit applicant fingerprint cards in maintaining compliance with state and federal law as it pertains to accessing criminal justice and criminal history record information. Descriptions of the basic classes can be found in the DPS Classes & Assistance section of the Arizona Noncriminal Justice Agency Guide. Classes are free of charge.

To make reservations for training, the Agency Security Contact (ASC) should fill out form, and indicate the class and training date requested, and return it to AIU. Confirmation will be emailed to the ASC.

Training Reservation Form		
Agency Name	Agency OCA XX _____	Today's Date
Agency Security Contact Name	Agency Security Contact Phone	
Agency Security Contact Email		
Please list all attendees and their email addresses. We will email important check-in information and directions.		
<u>Class Name</u>	<u>Training Date</u>	<u># of Attendees</u>
_____ Initial Access & NCJA Compliance Combined Training (Required for new agencies)	_____	_____
_____ ONLINE - Initial Access & NCJA Compliance Combined Training (Required for new agencies)	_____	_____
_____ Compliance Refresher (Audit Preparation)	_____	_____
_____ ONLINE - Compliance Refresher (Audit Preparation)	_____	_____
_____ Other:	_____	_____

Send completed form to: Arizona Department of Public Safety
Access Integrity Unit
ATTN: Noncriminal Justice Compliance
P.O. Box 6638 | MD 3160
Phoenix, AZ 85005-6638

OR

Fax: (602) 223-2926
ATTN: AIU Noncriminal Justice Compliance

Email: NCJA@azdps.gov
Subject line: Training Reservation